Welcome to the PIA for FY09!

Congress passed the E-Government Act of 2002 to encourage the use of Web-based Internet applications or other information technology by Government agencies, with the intention of enhancing access to government information and services and increasing the effectiveness, efficiency, and quality of government operations.

To combat public concerns regarding the disclosure of private information, the E-Government Act mandated various measures, including the requirement that Federal agencies conduct a Privacy Impact Assessment (PIA) for projects with information technology systems that collect, maintain, and/or disseminate "personally identifiable information" of the public. Personally identifiable information, or "personal information," is information that may be used to identify a specific person.

The Privacy Act and VA policy require that personally identifiable information only be used for the purpose(s) for which it was collected, unless consent (opt-in) is granted. Individuals must be provided an opportunity to provide consent for any secondary use of information, such as use of collected information for marketing.

Directions:
VA 6508 is the directive which outlines the PIA requirement for every System/Application/Program. More information can be found by reading VA 6508.

If you find that you can't click on checkboxes, make sure that you are: 1) Not in "design mode" and 2) you have enabled macros.

PIA Website: http://vaww.privacy.va.gov/Privacy_Impact_Assessments.asp

Roles and Responsibilities:
Roles and responsibilities for the specific process are clearly defined for all levels of staff in the Privacy Impact Assessment Handbook 6202.2 referenced in the procedure section of this document.

    a. The Privacy Officer is responsible for the overall coordination and review of the PIA to ensure compliance with VA Handbook 6202.2.

    b. Records Officer is responsible for supplying records retention and deletion schedules.

    c. Information Technology (IT) staff responsible for the privacy of the system data will perform a PIA in accordance with VA Handbook 6202.2 and to immediately report all anomalies to the Privacy Service and appropriate management chain.

    d. Information Security Officer (ISO) is responsible for assisting the Privacy Officer and providing information regarding security controls.

    e. The CIO is responsible for ensuring that the systems under his or her jurisdiction undergo a PIA. This responsibility includes identifying the IT systems; coordinating with the Privacy Officer, Information Security Officer, and others who have concerns about privacy and security issues; and reviewing and approving the PIA before submission to the Privacy Service.

Definition of PII (Personally Identifiable Information)
Information in identifiable form that is collected and stored in the system that either directly identifies and individual by name, address, social security number, telephone number, e-mail address, biometric identifiers, photograph, or other unique numbers, codes or characteristics or

combined, indirect identify an individual such as a combination of gender, race, birth date, geographical indicators, license number is also considered PII.

(FY 09) PIA: System Identification

Program or System Name:	Region 2, VHA, VISN 17, North Texas HCS Private Branch Exchange (PBX)		
OMB Unique System / Application / Program Identifier (AKA: UPID #):	029-00-02-00-01-1120-00		
Description of System / Application / Program:	The VA North Texas HCS Private PBX System is a General Support System, supporting mission—critical and other systems necessary to conduct day-to-day operations within the Department of Veterans Affairs. The VA North Texas HCS PBX system incorporates over 6,000 telephone units providing local, long distance, and toll bypass services to all other PBX systems in VISN 17. The VA North Texas HCS PBX system also provides telephone answering system with capability of leaving voice mail messages.		
Facility Name:	VA North Texas Health Care System		

Title:	Name:	Phone:	Email:
Privacy Officer:	Cheryl Johnson	214-857-1432	cheryl.johnson3@va.gov
Information Security Officer:	Herb Doller	214-857-0512	herb.doller@va.gov
Chief Information Officer:	Raleigh Murray	214-857-2053	raleigh.murray@va.gov

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Person Completing Document:			
Other Titles:	Raye Ann Enriquez, IT Specialist, PBX System Manager	214-857-2094	RayeAnn.Enriquez@va.gov
Other Titles:			
Other Titles:			
Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY)	07/2008		
Date Approval To Operate Expires:	08/2011		
What specific legal authorities authorize this program or system:	IT Infrastructure		
What is the expected number of individuals that will have their PII stored in this system:	0		
Identify what stage the System / Application / Program is at:	Operations/Maintenance		
The approximate date (MM/YYYY) the system will be operational (if in the Design or Development stage), or the approximate number of years the system/application/program has been in operation.	7 years		
Is there an authorized change control process which documents any changes to existing applications or systems?	Yes		
If No, please explain:			
Date of Report (MM/YYYY):	03/2010		

If answers 'Yes' to one or more of the following, please check the appropriate box, continue to the next tab, and complete the remaining questions on this form. If none have been checked then skip to Signatures tab, obtain the appropriate signatures, and submit this document.

- ☐ Has a PIA NOT been completed within the last three years?
- ☐ Have any changes been made to the system since the last PIA?
- ☐ Is this a PIV system/application/program collecting PII data from Federal employees, contractors, or others performing work for the VA?
- ☐ Will this system/application/program retrieve information on the basis of name, unique identifier, symbol, or other PII data?

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☐ Will this system/application/program retrieve information on the basis of name, unique identifier, symbol, or other PII data?	
☐ Does this system/application/program collect, store or disseminate PII/PHI data?	
☐ Does this system/application/program collect, store or disseminate the SSN?	

(FY 09) PIA: System of Records

Is the data maintained under one or more approved System(s) of Records?	No	
if the answer above is no, please skip to row 16.		
For each applicable System(s) of Records, list:		
1. All System of Record Identifier(s) (number):		
2. Name of the System of Records:		
3. Location where the specific applicable System of Records Notice may be accessed (include the URL):		
Have you read, and will the application, system, or program comply with, all data management practices in the System of Records Notice(s)?		
Does the System of Records Notice require modification or updating?		
	(Please Select Yes/No)	
Is PII collected by paper methods?		
Is PII collected by verbal methods?		
Is PII collected by automated methods?		
Is a Privacy notice provided?		
Proximity and Timing: Is the privacy notice provided at the time of data collection?		
Purpose: Does the privacy notice describe the principal purpose(s) for which the information will be used?		
Authority: Does the privacy notice specify the effects of providing information on a voluntary basis?		
Disclosures: Does the privacy notice specify routine use(s) that may be made of the information?		

(FY 09) PIA: Notice

Please fill in each column for the data types selected.

Data Type	Collection Method	What will the subjects be told about the information collection?	How is this messaged conveyed to them?
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)	Verbal		Verbally
Family Relation (spouse, children, parents, grandparents, etc)	VA File Database		Written
Service Information	Electronic/File Transfer		Verbally
Medical Information			
Criminal Record Information			
Guardian Information			
Education Information			
Benefit Information			
Other (Explain)			

Data Type	Is Data Type Stored on your system?	Source (If requested, identify the specific file, entity and/or name of agency)	Is data collection Mandatory or Voluntary?
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)			
Family Relation (spouse, children, parents, grandparents, etc)			
Service Information			
Medical Information			

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Criminal Record Information			
Guardian Information			
Education Information			
Benefit Information			
Other (Explain)			
Other (Explain)			
Other (Explain)			

How is a privacy notice provided?
Verbally
Written
Written
Additional Comments

VA Privacy Impact Assessment/Region 2, VHA, VISN 17, North Texas HCS, Private Branch Exchange (PBX)

(FY 09) PIA: Data Sharing

Organization	Name of Agency/Organization	Do they access this system?	Identify the type of Data Sharing and its purpose.	Is PII or PHI Shared?	What is the procedure you reference for the release of Information?
Internal Sharing: VA Organization					
Other Veteran Organization					
Other Federal Government Agency					
State Government Agency					
Local Government Agency					
Research Entity					
Other Project / System					
Other Project / System					
Other Project / System					

(FY09) PIA: Access to Records

Does the system gather information from another system?					
Please enter the name of the system:					
Does the system gather information from an individual?					
If information is gathered from an individual, is the information provided:	☐ Through a Written Request ☐ Submitted in Person ☐ Online via Electronic Form				
Is there a contingency plan in place to process information when the system is down?					

(FY09) PIA: Secondary Use

Will PII data be included with any secondary use request?					

if yes, please check all that apply:	☐ Drug/Alcohol Counseling ☐ Mental Health ☐ HIV ☐ Research ☐ Sickle Cell ☐ Other (Please Explain)				
Describe process for authorizing access to this data.					
Answer:					

(FY 09) PIA: Program Level Questions

Does this PIA contain any sensitive information that could cause harm to the Department of Veterans Affairs or any party if disclosed to the public?	No	
If Yes, Please Specify:		
Explain how collected data are limited to required elements:		
Answer:		
How is data checked for completeness?		
Answer:		
What steps or procedures are taken to ensure the data remains current and not out of date?		
Answer:		
How is new data verified for relevance, authenticity and accuracy?		
Answer:		
Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)		
Answer:		

(FY 09) PIA: Retention & Disposal

What is the data retention period?		
Answer:		
Explain why the information is needed for the indicated retention period?		
Answer:		
What are the procedures for eliminating data at the end of the retention period?		
Answer:		
Where are these procedures documented?		
Answer:		
How are data retention procedures enforced?		
Answer:		
Has the retention schedule been approved by the National Archives and Records Administration (NARA)		
Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)		
Answer:		

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(FY 09) PIA: Children's Online Privacy Protection Act (COPPA)

Will information be collected through the internet from children under age 13?	No	
If Yes, How will parental or guardian approval be obtained?		
Answer:		

FY 09: Additional Comments

Add any additional comments on this tab for any question in the form you want to comment on. Please

VA Privacy Impact Assessment/Region 2, VHA, VISN 17, North Texas HCS, Private Branch Exchange (PBX)

Explain what minor application that are associated with your installation? *(Check all that apply)*

Records Locator System
Veterans Assistance Discharge System (VADS)

LGY Processing

Loan Service and Claims
LGY Home Loans

Search Participant Profile (SPP)

Control of Veterans Records (COVERS)

SHARE
Modern Awards Process Development (MAP-D)
Rating Board Automation 2000 (RBA2000)

State of Case/Supplemental (SOC/SSOC)

Awards

Financial and Accounting System (FAS)

Eligibility Verification Report (EVR)
Automated Medical Information System (AMIS)290

Web Automated Reference Material System (WARMS)

Automated Standardized Performace Elements Nationwide (ASPEN)

Inquiry Routing Information System (IRIS)

National Silent Monitoring (NSM)
Web Service Medical Records (WebSMR)

Systematic Technical Accuracy Review (STAR)

Fiduciary STAR Case Review
Veterans Exam Request Info System (VERIS)
Web Automated Folder Processing System (WAFPS)

Courseware Delivery System (CDS)
Electronic Performance Support System (EPSS)
Veterans Service Representative (VSR) Advisor

Loan Guaranty Training Website

C&P Training Website

Education Training Website

VR&E Training Website
VA Reserve Educational Assistance Program
Web Automated Verification of Enrollment
Right Now Web
VA Online Certification of Enrollment (VA-ONCE
Automated Folder Processing System (AFPS)
Personal Computer Generated Letters (PCGL)
Personnel Information Exchange System (PIES)
Rating Board Automation 2000 (RBA2000)

SHARE

State Benefits Reference System
Training and Performance Support System (TPSS)
Veterans Appeals Control and Locator System (VACOLS)
Veterans On-Line Applications (VONAPP)

Automated Medical Information Exchange II (AIME II)

Committee on Waivers and Compromises (COWC)

Common Security User Manager (CSUM)

Compensation and Pension (C&P) Record Interchange (CAPRI)
Control of Veterans Records (COVERS)
Corporate Waco, Indianapolis, Newark, Roanoke, Seattle (Corporate WINRS)
Fiduciary Beneficiary System (FBS)
Hearing Officer Letters and Reports System (HOLAR)

Inforce

Awards

Actuarial

Insurance Self Service

Insurance Unclaimed Liabilities

Insurance Online

Appraisal System
Web Electronic Lender Identification

CONDO PUD Builder
Centralized Property Tracking System
Electronic Appraisal System

Web LGY

Access Manager

SAHSHA

VBA Data Warehouse
Distribution of Operational Resources (DOOR)

Enterprise Wireless Messaging System (Blackberry)
VBA Enterprise Messaging System

LGY Centralized Fax System

Review of Quality (ROQ)
Automated Sales Reporting (ASR)

Electronic Card System (ECS)

Electronic Payroll Deduction (EPD)

Financial Management Information System (FMI)

Purchase Order Management System (POMS)

Veterans Canteen Web

Inventory Management System (IMS)

Synquest

RAI/MDS

ASSISTS

MUSE

Bbraun (CP Hemo)

VIC

BCMA Contingency Machines

Script Pro

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

	Name		Description	Comments
Minor app #1			Is PII collected by this min or application?	
			Does this minor application store PII?	
			If yes, where?	
			Who has access to this data?	

	Name		Description	Comments
Minor app #2			Is PII collected by this min or application?	
			Does this minor application store PII?	
			If yes, where?	
			Who has access to this data?	

	Name		Description	Comments
Minor app #3			Is PII collected by this min or application?	
			Does this minor application store PII?	
			If yes, where?	
			Who has access to this data?	

Baker System

Dental Records Manager

Sidexis

Priv Plus

Mental Health Asisstant

Telecare Record Manager

Omnicell

Powerscribe Dictation System

EndoSoft

Compensation and Pension (C&P)

Montgomery GI Bill
Vocational Rehabilitation &
Employment (VR&E) CH 31
Post Vietnam Era educational
Program (VEAP) CH 32

Spinal Bifida Program Ch 18

C&P Payment System

Survivors and Dependents
Education Assistance CH 35

Reinstatement Entitelment
Program for Survivors (REAPS)
Educational Assistance for
Members of the Selected Reserve
Program CH 1606

Reserve Educational Assistance
Program CH 1607
Compensation & Pension Training
Website

Web-Enabled Approval
Management System (WEAMS)

FOCAS
Work Study Management System
(WSMS)

Benefits Delivery Network (BDN)
Personnel and Accounting
Integrated Data and Fee Basis
(PAID)
Personnel Information Exchange
System (PIES)
Rating Board Automation 2000
(RBA2000)

SHARE
Service Member Records Tracking
System

Veterans Assistance Discharge System
(VADS)

VBA Training Academy

Veterans Service Network (VETSNET)
Waco Indianapolis, Newark, Roanoke,
Seattle (WINRS)
BIRLS
Centralized Accounts Receivable System
(CARS)

Compensation & Pension (C&P)

Corporate Database

Control of Veterans Records (COVERS)

Data Warehouse

INS - BIRLS

Mobilization

Master Veterans Record (MVR

BDN Payment History

Explain what minor application that are associated with your
installation? *(Check all that apply)*

ACCOUNTS RECEIVABLE	DRUG ACCOUNTABILITY	INPATIENT MEDICATIONS
ADP PLANNING (PLANMAN)	DSS EXTRACTS	INTAKE/OUTPUT
ADVERSE REACTION TRACKING	EDUCATION TRACKING	INTEGRATED BILLING
ASISTS	EEO COMPLAINT TRACKING	INTEGRATED PATIENT FUNDS
AUTHORIZATION/SUBSCRIPTION	ELECTRONIC SIGNATURE	INTERIM MANAGEMENT SUPPORT
AUTO REPLENISHMENT/WARD STOCK	ENGINEERING	KERNEL
AUTOMATED INFO COLLECTION SYS	ENROLLMENT APPLICATION SYSTEM	KIDS
AUTOMATED LAB INSTRUMENTS	EQUIPMENT/TURN-IN REQUEST	LAB SERVICE
AUTOMATED MED INFO EXCHANGE	EVENT CAPTURE	LETTERMAN
BAR CODE MED ADMIN	EVENT DRIVEN REPORTING	LEXICON UTILITY
BED CONTROL	EXTENSIBLE EDITOR	LIBRARY
BENEFICIARY TRAVEL	EXTERNAL PEER REVIEW	LIST MANAGER
CAPACITY MANAGEMENT - RUM	FEE BASIS	MAILMAN
CAPRI	FUNCTIONAL INDEPENDENCE	MASTER PATIENT INDEX VISTA
CAPACITY MANAGEMENT TOOLS	GEN. MED. REC. - GENERATOR	MCCR NATIONAL DATABASE
CARE MANAGEMENT	GEN. MED. REC. - I/O	MEDICINE
CLINICAL CASE REGISTRIES	GEN. MED. REC. - VITALS	MENTAL HEALTH
CLINICAL INFO RESOURCE NETWORK	GENERIC CODE SHEET	MICOM
CLINICAL MONITORING SYSTEM	GRECC	MINIMAL PATIENT DATASET
CLINICAL PROCEDURES	HEALTH DATA & INFORMATICS	MYHEALTHEVET
CLINICAL REMINDERS	HEALTH LEVEL SEVEN	Missing Patient Reg (Original) A4EL
CMOP	HEALTH SUMMARY	NATIONAL DRUG FILE
CONSULT/REQUEST TRACKING	HINQ	NATIONAL LABORATORY TEST
CONTROLLED SUBSTANCES	HOSPITAL BASED HOME CARE	NDBI
CPT/HCPCS CODES	ICR - IMMUNOLOGY CASE REGISTRY	NETWORK HEALTH EXCHANGE
CREDENTIALS TRACKING	IFCAP	NOIS
DENTAL	IMAGING	NURSING SERVICE
DIETETICS	INCIDENT REPORTING	OCCURRENCE SCREEN
DISCHARGE SUMMARY	INCOME VERIFICATION MATCH	ONCOLOGY
DRG GROUPER	INCOMPLETE RECORDS TRACKING	ORDER ENTRY/RESULTS REPORTING

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

Minor app #1	Name		Description		Comments
			Is PII collected by this min or application?		
			Does this minor application store PII?		
			If yes, where?		
			Who has access to this data?		

Minor app #2	Name		Description		Comments
			Is PII collected by this min or application?		
			Does this minor application store PII?		
			If yes, where?		
			Who has access to this data?		

Minor app #3	Name		Description		Comments
			Is PII collected by this min or application?		
			Does this minor application store PII?		
			If yes, where?		
			Who has access to this data?		

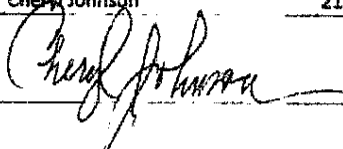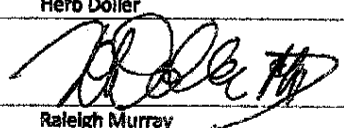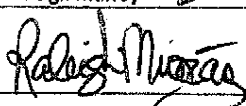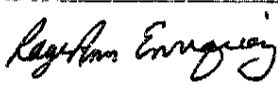|	
OUTPATIENT PHARMACY	SOCIAL WORK
PAID	SPINAL CORD DYSFUNCTION
PATCH MODULE	SURGERY
PATIENT DATA EXCHANGE	SURVEY GENERATOR
PATIENT FEEDBACK	TEXT INTEGRATION UTILITIES
PATIENT REPRESENTATIVE	TOOLKIT
PCE PATIENT CARE ENCOUNTER	UNWINDER
PCE PATIENT/IHS SUBSET	UTILIZATION MANAGEMENT ROLLUP
PHARMACY BENEFITS MANAGEMENT	UTILIZATION REVIEW
PHARMACY DATA MANAGEMENT	VA CERTIFIED COMPONENTS - DSSI
PHARMACY NATIONAL DATABASE	VA FILEMAN
PHARMACY PRESCRIPTION PRACTICE	VBECS
POLICE & SECURITY	VDEF
PROBLEM LIST	VENDOR - DOCUMENT STORAGE SYS
PROGRESS NOTES	VHS&RA ADP TRACKING SYSTEM
PROSTHETICS	VISIT TRACKING
QUALITY ASSURANCE INTEGRATION	VISTALINK
QUALITY IMPROVEMENT CHECKLIST	VISTALINK SECURITY
QUASAR	VISUAL IMPAIRMENT SERVICE TEAM ANRV
RADIOLOGY/NUCLEAR MEDICINE	VOLUNTARY TIMEKEEPING
RECORD TRACKING	VOLUNTARY TIMEKEEPING NATIONAL
REGISTRATION	WOMEN'S HEALTH
RELEASE OF INFORMATION - DSSI	CARE TRACKER
REMOTE ORDER/ENTRY SYSTEM	
RPC BROKER	
RUN TIME LIBRARY	
SAGG	
SCHEDULING	
SECURITY SUITE UTILITY PACK	
SHIFT CHANGE HANDOFF TOOL	

Add any information concerning minor applications that may be associated with your system. Please indicate the name of the minor application, a brief description, and any comments you may wish to include. If you have more than 3 minor applications please copy then below sections as many times as needed.

	Name		Description		Comments
			Is PII collected by this min or application?		
Minor app #1			Does this minor application store PII?		
			If yes, where?		
			Who has access to this data?		

	Name		Description		Comments
			Is PII collected by this min or application?		
Minor app #2			Does this minor application store PII?		
			If yes, where?		
			Who has access to this data?		

	Name		Description		Comments
			Is PII collected by this min or application?		
Minor app #3			Does this minor application store PII?		
			If yes, where?		
			Who has access to this data?		

(FY 09) PIA: Final Signatures

Facility Name:	VA North Texas Health Care System		
Title:	**Name:**	**Phone:**	**Email:**
Privacy Officer:	Cheryl Johnson	214-857-1432	cheryl.johnson3@va.gov
Information Security Officer:	Herb Doller	214-857-0512	herb.doller@va.gov
Chief Information Officer:	Raleigh Murray	214-857-2053	raleigh.murray@va.gov
Person Completing Document:		0	0
System / Application / Program Manager:	Raye Ann Enriquez, IT Specialist, PBX System Manager	214-857-2094	RayeAnn.Enriquez@va.gov
Date of Report:	3/16/2010		
OMB Unique Project Identifier	029-00-02-00-01-1120-00		
Project Name	Region 2, VHA, VISN 17, North Texas HCS Private Branch Exchange (PBX)		